



Department of Education

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Assistant Secretary for Public Affairs Service
and Alternative Learning System

MEMORANDUM

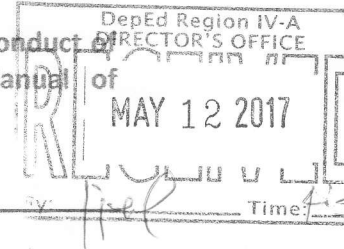
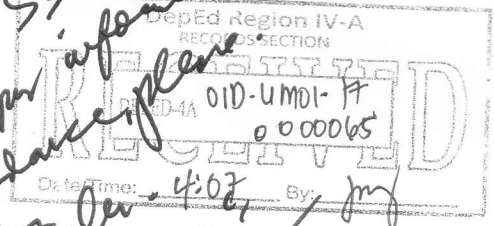
FOR : *ghambat approved*
G.H. S. AMBAT
Assistant Secretary for Public Affairs Service and

FROM : *mm*
MARILETTE R. ALMAYDA
Director III, OIC, Office of the Director IV
Bureau of Learning Delivery

Subject : Request for Authority to change the date and venue for the conduct of the approved activities for the Development of ALS Manual of Operation for Field Implementers and Practitioners

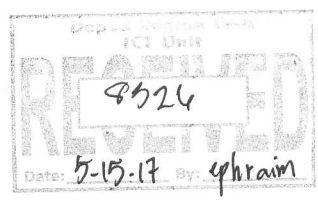
Date : May 5, 2017

To: SDS
For your info
guide please
Paula
May 12 2017
May 17



This is to request for authority to change the dates and venues of the following activities under the ALS Manual of Operation :

Activity	Original Date and Venue	New Schedule and Venue
1. Review and Revision of ALS Manual of Operation	April 24-28, 2017 GSP, Tagaytay City	May 15-19, 2017 NEAP, RIV-A, Malvar, Batangas
2. Validation of ALS Manual of Operation	May 15-19, 2017 GSP, Tagaytay City	May 29-June 2, 2017 Sierra Madre Hotel, Palayan City, Nueva Ecija
3. Finalization of ALS Manual of Operation	May 29-June 2, 2017 Sierra Madre Hotel, Palayan City, Nueva Ecija	June 19-23, 2017 Sierra Madre Hotel, Palayan City, Nueva Ecija





Republic of the Philippines
Department of Education

Activity Request (AR)

AR No. _____ (to be supplied by Planning Service)

FOR : 
G.H. S. AMBAT
Assistant Secretary for Public Affairs Service and ALS

FROM : 
MARILETTE R. ALMAYDA
Director III
OIC, Office of the Director IV

Subject : **AUTHORITY REQUEST**

NAME OF PROGRAM(S)/PROJECT(S)	Development of ALS Manual of Operation for Field Implementers and Practitioners
OUTPUT CODE(S) AND OUTPUT(S) TO BE PRODUCED	AC 98-101-BLD-SID-PF-BEC-001 - ALS Manual of Operation
SPECIFIC ACTIVITIES TO BE UNDERTAKEN TO PRODUCE THE OUTPUT	Various activities related to the development of ALS Manual of Operation for Field Implementers and Practitioners 1. Pre-Planning Activities 2. Review and Revision of ALS Manual of Operation 3. Validation of ALS Manual of Operation 4. Finalization of ALS Manual of Operation
ACTIVITY CODE(S)	AC-98,99,100,101 BLD-SID-PF-BEC-002, 003, 004,005
FINANCIAL REQUIREMENTS	Three Million Two Hundred Fourteen Thousand Seven Hundred Fifty Eight Pesos (P3,214,758.00)
SOURCE OF FUNDS	Charged against the 2016 ALS Continuing Fund
ADMINISTRATIVE ARRANGEMENTS	Division ALS Focal Person, District ALS Coordinator, Mobile Teachers, April 24-28,2017 – GSP, Tagaytay City May 15-19, 2017- GSP, Tagaytay City May 29-June 2, 2017- GSP, Tagaytay City Special Disbursing Officer – Erlinda G. Angeles, EPS II, SID-BLD To draw cash advance in the amount of One Million Five Hundred Seventy Six Thousand and One Hundred Eight Pesos (P1,576,108.00)
ANNEXES	1. Activity Design/Program of Activities 2. List of Participants 3. Detailed Financial Requirements 4. Specialty Clearance, if needed in the activity 5. Accomplished Purchase Request (PR)

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.